REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.
Feeder Rpt. DDS/OL/BFB-1
DDS/OL/PSD XXX32

1. TITLE OF REPORT (if a fill-in report include Form No.)		2. TYPE OF REPORT	X	STATISTICAL
Division Budget				NARRATIVE
				MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	X	ADMIN. GENERAL
	LOGISTICS	SECURITY		OTHER (specify)
	MEDICAL	FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
2	Annually	1

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
Typed listing	YES	IF YES GIVE ADP PROCESSING NO.	LN 30-17 dtd 5 December 1969.
	X NO		Request of OL/EO/B&FB

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
Deputy Chief, PSD Administrative Officer, PSD Chief, Supply & Services Staff, PSD	Salary schedules and personnel salary records.

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-10	$ 6.10		16 hours		$ 97.60		1		$ 97.60
GS-15	12.84		40 hours		513.60		1		513.60
GS-12	8.19		20 hours		163.80		1		163.80

B. COSTS OF COMPUTER PRODUCED REPORTS

None					

TOTAL COSTS PER YEAR	$ 775.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by Logistics Notice.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
X RETAIN AS IS OTHER (explain)		MAN-HOURS	DOLLARS
CHANGE			
DISCONTINUE		None	None

16. DATE OF INVENTORY	17.	18. EXTENSION
8 OCT 1970	DC/PSD/OL	

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FORM 142

(22-36-43)